$\underline{P}$roject $\underline{M}$anagement $\underline{O}$ffice

Communications Plan
for
Grants, Contracts, and Loans Management System

Revision 1.6

Office of Financial Management

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Introduction

The purpose of this document is to structure, control, and ensure communication among all of the parties with a vested interest in the Grants, Contracts, and Loans Management (GCLM) project.   The plan identifies key stakeholders and articulates the means, frequency, and purpose of communications with each stakeholder group. Effective communication will facilitate and encourage early, ongoing, and meaningful participation throughout the project and will help to ensure the ultimate success of the project.

Project Documentation Communication Matrix

The left column of the Communication Matrix identifies what is being communicated by whom. The top row lists each key stakeholder group. The body of the matrix indicates the anticipated method, frequency, and purpose of communication. See Appendix B for the details of each stakeholder group.

Communication / Owner	Key Stakeholders							
	Executive Sponsor/ Steering Committee	ISB/ DIS Oversight	Roadmap/ ECMS Advisory Groups and Others	CTED/ Ecology Staff	Vendor/ Contractors	External QA Consultant	GCLM Advisory Committee	Project Team
Business Case Project Manager and Product Manager	Electronic Once Approve	Electronic Once Information	Website As needed Information	Website As needed Information	Website As needed Information	Electronic Once Information	Electronic Once Information	Electronic Once Information
Change Management Plan Project Manager	Electronic Once Approve	Electronic Once Advise	Website As needed Information	Website As needed Information	Website As needed Review	Electronic Once Information	Electronic Once Information	Electronic Once Review
Communications Plan Project Manager	Electronic Once Approve	Electronic Once Advise	Website As needed Information	Website As needed Information	Website As needed Information	Electronic Once Information	Electronic Once Information	Electronic Once Review
Design Document Developer							Electronic As needed Review	Electronic As needed Input
DIS Director Report Project Manager	Report Weekly Information	Report Weekly Information						Report Weekly Input
Exception Tracking Review Lead Tester					Meeting Daily Monitor			Meeting Daily Monitor
High-Level Test Plan Lead Tester	Electronic Once Information	Electronic Once Information			Electronic Once Information	Electronic Once Advise	Electronic Once Information	Electronic Once Review

Communication / Owner	Key Stakeholders							
	Executive Sponsor/ Steering Committee	**ISB/ DIS Oversight**	**Roadmap/ ECMS Advisory Groups and Others**	**CTED/ Ecology Staff**	**Vendor/ Contractors**	**External QA Consultant**	**GCLM Advisory Committee**	**Project Team**
Implementation & Transition Plan Project Manager	Electronic Once Approve	Electronic Once Advise	Website As needed Information	Website As needed Information	Website As needed Review	Electronic Once Information	Electronic Once Information	Electronic Once Review
Investment Plan Project Manager and Product Manager	Electronic Once Approve	Electronic Once Approve				Electronic Once Information	Electronic Once Information	Electronic Once Information
Issues / Change Requests Review Product Manager	Report As needed Decide	Report As needed Advise	Report As needed Advise		Report As needed Advise	Report As needed Recommend	Meeting Weekly Advise	Meeting Weekly Analyze
Issues Management Plan Project Manager	Electronic Once Approve	Electronic Once Advise	Website As needed Information	Website As needed Information	Website As needed Review	Electronic Once Information	Electronic Once Review	Electronic Once Review
Maintenance and Operations Plan Project Manager	Electronic Once Approve	Electronic Once Advise	Website As needed Information	Website As needed Information	Website As needed Information	Electronic Once Information	Electronic Once Information	Electronic Once Review
Meeting Minutes – Steering Committee Project Manager	Electronic Monthly Approve		Website Monthly Information	Website Monthly Information	Website Monthly Information	Electronic Monthly Information	Electronic Monthly Information	Electronic Monthly Information
Meeting Minutes – User Group Project Manager	Website Weekly Information		Website Weekly Information	Website Weekly Information	Website Weekly Information	Electronic Weekly Information	Electronic Weekly Information	Electronic Weekly Information
Milestones Project Manager	Electronic Monthly Advise	Electronic Bi-Monthly Information	Website As needed Information	Website As needed Information	Website As needed Information	Electronic Monthly Advise	Meeting Weekly Monitor	Meeting Daily Monitor

Communication / Owner	Key Stakeholders							
	Executive Sponsor/ Steering Committee	ISB/ DIS Oversight	Roadmap/ ECMS Advisory Groups and Others	CTED/ Ecology Staff	Vendor/ Contractors	External QA Consultant	GCLM Advisory Committee	Project Team
Newsletter Product Manager	Electronic Quarterly Information	Electronic Quarterly Information	Electronic Quarterly Information	Electronic Quarterly Information	Website Quarterly Information	Electronic Quarterly Information	Electronic Quarterly Review	Electronic Quarterly Review
Post Implementation Review OFM Project Management Office	Electronic Once Information	Electronic Once Information		Electronic Once Input	Electronic Once Input	Electronic Once Advise	Electronic Once Input	Electronic Once Input
Project Charter Project Manager and Product Manager	Electronic As needed Approve	Electronic As needed Advise	Website As needed Information	Website As needed Information	Website As needed Information	Electronic As needed Information	Electronic As needed Information	Electronic As needed Review
Project Schedule Project Manager	Meeting Monthly Information	Meeting Bi-Monthly Information			Meeting Weekly Information	Meeting Monthly Advise	Meeting Weekly Monitor	Meeting Daily Monitor
Quality Assurance Plan Project Manager	Electronic Once Approve	Electronic Once Information	Website As needed Information	Website As needed Information	Website As needed Information	Electronic As needed Input	Electronic Once Information	Electronic As needed Review
Requirements Product Manager			Website As needed Advise	Website As needed Advise	Website As needed Advise	Electronic As needed Information	Electronic As needed Input	Electronic As needed Input
Retrospectives Project Manager						Electronic As needed Advise	Electronic As needed Input	Electronic As needed Input
Risk Analysis Project Manager	Report As needed Advise	Report As needed Advise	Report As needed Advise		Meeting Weekly Analyze	Report As needed Recommend	Meeting Weekly Advise	Meeting Weekly Analyze
Risk Management Plan Project Manager	Electronic Once Approve	Electronic Once Advise	Website As needed Information	Website As needed Information	Website As needed Information	Electronic Once Advise	Electronic Once Information	Electronic Once Review

Communication / Owner	Key Stakeholders							
	Executive Sponsor/ Steering Committee	**ISB/ DIS Oversight**	**Roadmap/ ECMS Advisory Groups and Others**	**CTED/ Ecology Staff**	**Vendor/ Contractors**	**External QA Consultant**	**GCLM Advisory Committee**	**Project Team**
Scheduling and Staffing Plan Project Manager	Electronic Once Approve	Electronic Once Advise	Website As needed Information	Website As needed Information	Website As needed Information	Electronic Once Advise	Electronic Once Information	Electronic Once Review
Status/Progress Reports Project Manager	Report Monthly Information	Report Monthly Information		Report Monthly Information		Report Monthly Information	Report Monthly Information	Report Monthly Input
Training Plan Product Manager	Electronic Once Approve	Electronic Once Advise		Electronic Once Information	Electronic Once Review	Electronic Once Advise	Electronic Once Information	Electronic Once Review

Appendix A: Revision History

Revision	Date	Author	Description of change
1.0	8/23/2007	Doug Beam	Drafted
1.1	10/19/2007	Doug Beam	Updated for project team input
1.2	12/5/2007	Doug Beam	Updated group information
1.3	2/20/2008	Doug Beam	Changed User Group to Advisory Committee. Updated the definition of the Advisory Committee.
1.4	3/24/2008	Doug Beam	Updated based on Sierra feedback. Replaced Allen Schmidt with Lynne McGuire.
1.5	4/15/2008	Doug Beam	Updated ISB member list.
1.6	7/29/08	Anwar Wilson	Changed Susan Dodson to Owen Barbeau.

Appendix B: Stakeholder Groups

Executive Sponsor

Sadie Rodriguez-Hawkins, *Senior Assistant Director, Accounting Division, OFM*

Executive Steering Committee

Sadie Rodriguez-Hawkins, *Senior Assistant Director, Accounting Division, OFM*
Jan Marie Ferrell, *Deputy Director, CTED*
Polly Zehm, *Deputy Directory, DOE*
Lynne McGuire, *Chief Information Officer, OFM*

Information Services Board

Joe Dear (Chair) *Executive Director, State Investment Board*
Gary Robinson (Vice-Chair) *Director, Department of Information Services*
The Honorable Glenn Anderson *Washington State Representative*
Joe Dear *Executive Director for the State Investment Board*
The Honorable Karen Fraser *Washington State Senator*
Jayasri Guha *Private Sector Member*
Jeff Hall *Deputy State Court Administrator, Administrative Office of the Courts*
Earl W. Heister *Private Sector Member*
Cindi Holmstrom *Director, Department of Revenue*
The Honorable Ross Hunter *Washington State Representative*
Dr. Ed Lazowska *University of Washington Department of Computer Science & Engineering*
Peter Tamayo *Chief Information Officer, Office of Superintendent of Public Instruction*
Mike Watson *Chief Deputy Commissioner, Office of the Insurance Commissioner*

DIS Oversight

Connie Michener, *ISB Oversight Consultant, DIS*

Roadmap / *i*ECMS Advisory Groups

Members of the *Roadmap* Advisory Group and the following *interim* Enterprise Contracts Management System (*i*ECMS) partnering agencies:

*i*ECMS Partnering Agencies
- Department of Corrections
- Department of Health
- Department of Information Services
- Department of Labor & Industries
- Department of Licensing
- Department of Personnel
- Department of Revenue
- Department of Transportation
- Employment Security Department
- Health Care Authority
- Office of Attorney General
- Office of Financial Management
- Office of State Auditor
- Office of the Governor
- Superintendent of Public Instruction

Roadmap Advisory Groups
- Department of Corrections
- Department of General Administration
- Department of Information Services
- Department of Labor & Industries
- Department of Personnel
- Department of Retirement Systems
- Department of Revenue
- Department of Social and Health Services

- Department of Transportation
- Employment Security Department
- Health Care Authority
- Liquor Control Board
- Office of Financial Management
- Office of the State Treasurer
- Washington State Department of Agriculture
- Washington State Lottery
- Washington State Patrol

Other Groups
- Department of Early Learning
- Department of Fish and Wildlife
- Department of Printing
- Department of Services for the Blind
- Recreation and Conservation Office
- Washington State Investment Board
- Procurement Reform Group

CTED/ Ecology Staff

Subject Matter Experts (SMEs) *from CTED and Ecology working with grants, contracts, and loans.*

Vendor / Contractors

Members of the Public *who may be conducting business with Washington State agencies, including grant and loan recipients.*

External QA Consultant

Robert Fuller, *Pacific Consulting Group*
Timothy Easton, *Pacific Consulting Group*

Advisory Committee
Members of the user group from OFM, CTED, and Ecology who have been participating in the development of this system since the feasibility study and the addition of DSHS and GA.

Project Team

Doug Beam, *Project Manager, OFM*
Owen Barbeau, *Product Manager, OFM*
Jason Henderson, *Business Lead, CTED*
Liz Saylor, *Business Lead, ECY*
Rick Castro, *Business Lead, OFM*
Christi Johnson, *Testing Lead, OFM*
Travis Nation, *Development Lead, OFM*

Acceptance

We, the undersigned project members, have reviewed this document and approve its contents. Acceptance signatures are contained in a separate document.

Name and Title	Signature	Date
Sadie Rodriquez-Hawkins Executive Sponsor		
Jan Marie Ferrell Executive Steering Committee		
Polly Zehm Executive Steering Committee		
Lynne McGuire Business Manager		
Doug Beam		

Project Manager		